



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

FINANCIAL SPECIALIST

~ REVISED ~

ANNOUNCEMENT NUMBER

17-WAW-13

ANNOUNCEMENT DATE

March 31, 2017

CLOSING DATE

Open until filled; preference given to resumes received by April 30, 2017

The U.S. District Court for the Western District of Washington is currently accepting applications for a qualified Financial Specialist. This position will be located in the office of the Clerk of Court at the federal courthouse in Seattle, Washington.

The Clerk's Office offers an opportunity for a team player who is self-motivated, detail oriented with excellent interpersonal communications skills, problem-solving skills and a strong work ethic. Our fast-paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for motivated individuals with initiative, flexibility, and ability to multi-task.

The Financial Specialist performs administrative, technical, and professional work related to the financial and accounting activities of the court, including ensuring compliance with the appropriate guidelines, policies, and internal controls. This position prepares, updates, and analyzes a variety of accounting records, financial statements and reports, and is responsible for funds collected, deposited, and disbursed on behalf of the court. The financial specialist is part of a self-managing team, working closely with another financial specialist and management, and interacts with outside agencies as well as the public.

REPRESENTATIVE DUTIES

- Maintain, reconcile, and analyze accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records.
- Manage and maintain the court's registry funds and criminal debt accounting.
- Maintain accounting records by inputting data, recording transactions, performing trial balances and reconciling the accounts through various automated systems.
- Maintain accounts receivable for Prisoner Litigation Reform Act payments, or other court repayment programs.
- Conduct monthly and year end accounting processes, including preparing reports for submission to the Administrative Office of the Courts, the Treasury and preparing tax statements.
- Provide guidance to intake clerks regarding practices and procedures for cashiering transactions.
- Assist with the formulation, evaluation, and implementation of policies, procedures, and protocols related to financial operations of the court.
- Utilize a wide variety of manual and automated accounting systems and cash management tools.

REQUIRED QUALIFICATIONS AND SKILLS	<ul style="list-style-type: none"> • Candidates must have a high school diploma or equivalent and a minimum of three years of progressively responsible administrative, technical or professional experience. • Knowledge of general accounting principles, internal controls, and separation of duties. Skill in use of automated financial and accounting systems, Excel, and Word. • Skill and accuracy in working with numerical calculations. Ability to monitor and reconcile accounts and ledgers. • Consistent, high quality past job performance demonstrating sound ethics and judgment. • Ability to be tactful and work cooperatively with others, including judicial officers, the bar, other agencies, the public, and colleagues. • Ability to maintain confidentiality, demonstrate sound judgment, and handle sensitive material is essential. • An attendance record that indicates reliability and commitment.
PREFERRED QUALIFICATIONS	<ul style="list-style-type: none"> • Knowledge of federal government accounting practices and principles, including internal controls and separation of duties. • Experience with accounts receivable and accounts payable accounting. • A bachelor's degree in accounting, finance or related field.
SALARY RANGE	<p>Court Personnel System Classification Level: CL26, Step 1 – 61, \$47,338 - \$76,932 CL27, Step 1 – 61, \$52,013 - \$84,514 Depending on experience and qualifications; additional promotional potential without further recruitment.</p>
INFORMATION FOR APPLICANTS	<p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> • Cover letter • Resume • Narrative statement describing how your skills and experience are applicable to the duties of this position. The narrative statement should be no more than one page. <p>Via e-mail (Word or Acrobat .pdf format) to: seattle_personnel@wawd.uscourts.gov</p> <p>Or to: Human Resources (#17-WAW-13) U. S. District Court 700 Stewart Street, Suite 2218 Seattle, WA 98101</p> <p>Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.</p> <p>The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.</p>

BENEFITS	<p>The Federal Financial Management Reform Act requires direct deposit of federal wages. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.</p> <p>The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.</p> <p>Employees of the United States District Court are considered “at will” employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are <u>not</u> covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.</p>
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